

“The Nation’s Bank”, **National Bank of Pakistan** aims to support the financial well-being of the Nation along with enabling sustainable growth and inclusive development through its wide local and international network of branches. Being one of the leading and largest banks of Pakistan, National Bank of Pakistan is contributing significantly towards socioeconomic growth in the country with an objective to transform the institution into a future-fit, agile and sustainable Bank.

In line with our strategy, the Bank is looking for talented, dedicated and experienced professional(s) for the following position in the area of **Legal**.

The individuals who fulfill the below basic-eligibility criteria may apply for the following position:

|           |                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>01</b> | <b>Position / Job Title</b>                          | <b>Litigation Officer (OG-III / OG-II)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|           | <b>Reporting to</b>                                  | Senior Coordinator - North                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|           | <b>Educational / Professional Qualification</b>      | <ul style="list-style-type: none"> <li>• Minimum LLB or equivalent from a local or international university / college / institute recognized by HEC</li> <li>• Candidates having Master’s degree or equivalent and / or any other relevant professional certification(s) will be preferred</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|           | <b>Experience</b>                                    | <ul style="list-style-type: none"> <li>• Minimum 02 years of experience in relevant field. Candidates having experience in banking / financial institution will be preferred</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|           | <b>Other Skills / Expertise / Knowledge Required</b> | <ul style="list-style-type: none"> <li>• Knowledge about litigation process</li> <li>• Proficiency in all Microsoft Office applications</li> <li>• Excellent organizational skills</li> <li>• Effective communication skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|           | <b>Outline of Main Duties / Responsibilities</b>     | <ul style="list-style-type: none"> <li>• To have knowledge of the Court’s procedures</li> <li>• To visit Courts for escalation of recovery suits to resolve the cases in their prescribed timelines</li> <li>• To managed litigation Team with proper allocation and responsibility for better outcome and results.</li> <li>• To update the system and facilitate Court compliance with the respective units on a day to day basis</li> <li>• To follow-up with the concerned units to speed up the litigation process</li> <li>• To avoid un-necessary adjournments, through follow-up with lawyers</li> <li>• To monitor all Bank cases by Bank or against Bank to safeguard the Bank interest</li> <li>• To perform any other assignment as assigned by the supervisor(s)</li> </ul> |
|           | <b>Place of Posting</b>                              | Karachi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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| <b>Assessment Test / Interview(s)</b> | Only shortlisted candidates strictly meeting the above-mentioned basic eligibility criteria will be invited for test and / or panel interview(s).                                                                           |
| <b>Employment Type</b>                | The employment will be on contractual basis for three years which may be renewed on discretion of the Management. Selected candidates will be offered compensation package and other benefits as per Bank’s Policy / rules. |

Interested candidates may visit the website **[www.sidathyder.com.pk/careers](http://www.sidathyder.com.pk/careers)** and apply online within 10 working days from the date of publication of this advertisement as per given instructions.

Applications received after due date will not be considered in any case. No TA / DA will be admissible for test / interview.

**National Bank of Pakistan is an equal opportunity employer and welcomes applications from all qualified individuals, regardless of gender, religion, or disability.**